

Village Administrator: The Village of Los Lunas, New Mexico (Population 14K+) is nestled along the Rio Grande River and the Interstate 25 Corridor approximately 20 miles south of Albuquerque.

The Village Administrator coordinates the duties and responsibilities of the following Departments: Administration, Administrative Services, Fire & Rescue, Community Development; Information Technology, Police, Public Works, and Parks & Recreation. Senior level appointments are made by the Mayor, confirmed by the Village Council. The Village of Los Lunas employs 180 full-time personnel plus an additional 50+ seasonal staff and has a \$34 million total budget, (\$17M General Fund). Los Lunas is a full-service Village with its own water and wastewater/sewer utility operations. The Village of Los Lunas operates under a Mayor-Council form of government with the Mayor elected for a four-year term and four Council Members elected, by district, for four-year overlapping terms. The Village Administrator is appointed by the Mayor, with confirmation required by a majority of the Village Council. The successful candidate should have a strong background and knowledge of New Mexico municipal finance and budget, organizational development, and succession planning. Prior experience as a City Administrator or Manager is preferred. Consideration will be given to candidates who have 5-10 years of experience as an Assistant City Manager/Administrator or department head with experience reporting directly to an elected body. Candidates with prior experience in communities with public utilities will be viewed favorably. The ideal candidate will have an understanding of the nature and dynamics of a visitor-oriented and actively involved community. A Bachelor's degree in Public or Business Administration, Government Operations, or a similar program is required with an advanced degree preferred. Substantial experience leading diverse and complex committees and commissions is highly desirable. He/she should be an excellent communicator, both verbal and written, with extensive experience making presentations to City Councils, community forums, and other diverse teams. The Village Administrator must have proven experience successfully managing consultants and vendors and a demonstrated track record of working effectively with elected officials, senior leadership, engaged citizenry and professional organizations. The starting salary for this position is \$82,000, but is negotiable depending upon experience. The successful candidate will be offered an excellent benefits package including 100% employer paid health and life insurance, a competitive retirement plan through the State of New Mexico (Public Employer's Retirement Association), a deferred compensation program, paid leave and other benefits. This position is open until filled; however, the first review of applications will take place January 9, 2012. Following the first review date, resumes will be screened in relation to the criteria outlined in this announcement. Candidates with relevant qualifications will be given preliminary interviews. Those deemed qualified will be referred to the hiring authority for further consideration. Final interviews in Los Lunas, New Mexico will be offered to those candidates named as finalists, with reference checks conducted after receiving candidates' permission.

The final interview process will begin January 30, 2012. Qualified candidates should send a letter of interest, resume and salary requirements to: Christine Nardi, Human Resources Manager, P.O. Box 1209, Los Lunas, NM 87031, or e-mail to: cnardi@loslunasnm.gov. EOE/M/F/V/D.